

8 December 1953

MEMORANDUM FOR: Acting Personnel Director

SUBJECT: Procedural Suggestion Re: Interview Report Form

REFERENCE: Memorandum from Chief, Personnel Procurement Division
to Acting Personnel Director, Dated 24 November 1953,
Subject as Above

1. In reviewing the suggestion regarding photostating interview report forms as well as Personal History Statements being forwarded to the Security Office, the undersigned cannot see any advantage to be gained in adopting this procedure. It is my understanding that all recruiters, in submitting PHS's to prospective applicants, have their names stamped on the bottom right hand corner of the first page of the PHS. This clearly shows up after the photostating process has been completed. This would therefore invalidate the argument made by the Chief, Personnel Procurement Division that writing in this information on the PHS would require additional clerical assistance.
2. With regard to the interview report containing information that would never get into the Security case file, I think we should consider that the comments of a recruiter are again the observations of one individual who may see the prospective applicant one time and probably no more than twice. I feel certain that if a complete security investigation is conducted by the Security Office, their information on the individual would be more complete than that of the recruiter.
3. Procedurally, if we are required to have the interview reports photostated in addition to the PHS, it will require the establishment of an additional tabbing system in order to maintain accurate follow-up on the return of each interview report form. Under the current procedure, it is often possible to process an action pending the return of the PHS from Reproduction because we have information on an interview report. Under the proposed procedure, we would not be able to do so since we would have no more in the file than Form 52 pending return of the PHS and interview report form from Reproduction.

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Security Information

4. The Chief, Transactions & Records Branch of this Division had an informal discussion off the record with the Chief, Personnel Security Branch/Security Office and was informed that this Branch did not require, need or desire the name of the individual who recommended the applicant. He feels that in many instances the PHS may be reviewed by investigators from other organizations, and the person recommending an applicant should not be made a matter of public record, as it might at some time be embarrassing to him. The Chief, Personnel Security Branch/SO further states that there is no need for the Security Office to have a copy of the interview report form in their records.

5. In view of the foregoing, I do not believe it would be appropriate to have the interview reports photostated and forwarded along with the photostated PHS's to the Security Office.



Chief, Processing & Records Division

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Attachments:

- 1 - Reference Memorandum
- 1 - Form 37-117, "Report of Interview"

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENTS